

MEMORANDUM OF UNDERSTANDING

between

THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

AND

THE U. S. SMALL BUSINESS ADMINISTRATION

The U. S. Department of Housing and Urban Development (HUD) and the U. S. Small Business Administration (SBA) (the parties) have an interest in increasing the participation of Women-Owned Small Businesses (WOSB) in Federal procurement.

HUD and SBA support the Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (FASA) which established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each fiscal year.

HUD and SBA agree to work together to use and support this Memorandum of Understanding (MOU) to support the requirements of FASA.

BACKGROUND

On October 13, 1994, President Clinton signed FASA into law. This landmark legislation established 5 percent Government-wide goals for prime contracting and subcontracting by small businesses owned and controlled by women.

FASA stated that WOSB are to participate in Federal procurement opportunities, and that WOSB should receive part of the approximately \$200 billion in annual Federal procurements. FASA created a Government-wide responsibility to meet the 5 percent procurement goal for women, based on the total value of all Federal prime and subcontracting awards in each fiscal year. FASA also challenged large Government prime contractors to form plans to increase subcontracting opportunities to WOSB.

The Small Business Act requires SBA and each Federal agency to set annual prime and subcontracting goals for small businesses, with particular emphasis on small businesses owned by socially and economically disadvantaged individuals, women-owned small businesses, and qualified HUB-Zone small businesses. (15 U.S.C. 644(g)(1)).

PURPOSE

SBA and HUD agree to cooperate in this MOU to increase the participation of WOSB in prime and subcontracting opportunities offered by HUD. This partnership will maximize the use of HUD and SBA resources and provide greater program recognition for results achieved.

HUD and SBA support achievement of HUD's FY 1999, performance Plan which includes a performance goal to award 5 percent of the total dollar value of HUD contracts to WOSB.

RESPONSIBILITIES

Except as specifically otherwise stated, HUD's Office of Small and Disadvantaged Business Utilization (OSDBU) shall be responsible for the Department's implementation of the terms of this MOU.

HUD's Responsibilities In Support Of the MOU:

1. The Department of Housing and Urban Development (HUD) will appoint a Women's Business Advocate. This advocate will serve as a direct liaison to the women-owned business community and will encourage each program office to consider Women Owned Small Businesses (WOSB's) for procurement opportunities. The Women's Business Advocate will strive to elevate the visibility and participation of women-owned businesses in HUD's procurement activities and will monitor HUD's achievement of the 5 percent goals.
2. HUD with support from SBA (see item 7 under SBA's Responsibilities) will develop training for WOSBs and deliver it as requested by WOSBs. This training will include instructions on HUD's contracting requirements and methods, and advice to WOSBs on marketing strategies and doing business with HUD.
3. HUD's Secretary will issue a policy statement emphasizing the importance of attaining and ideally, exceeding the 5 percent goals for WOSBs to the Nation's economy and in providing equal economic opportunity to these small businesses.
4. HUD will plan at least one "Women's Business Marketplace" annually for exchange of information with prime contractors and program offices. This "Marketplace" will be designed to enhance the skills and increase the knowledge of Women Business Owners regarding Governmental resources and procurement opportunities.
5. HUD will use SBA's Pro-Net database and its own contractor information to put WOSBs in contact with HUD prime contractors who may have contracting opportunities and with HUD program offices which may have procurement requirements that WOSBs can fulfill.

6. HUD will work closely with SBA's Women's Business Centers throughout the country to provide information on HUD programs and procurement needs to WOSBs.
7. HUD will request SBA's participation in HUD-sponsored Marketplaces (i.e., small business conferences and meetings) and other appropriate outreach activities.
8. HUD will continue to post its proposed contracting opportunities and significant subcontracting opportunities on its contracting Internet homepage.
9. HUD will continue to support the Interagency Committee on Women's Business Enterprise and the National Women's Business Council in developing and promoting new initiatives, policies, programs, and plans designed to foster development and strengthening of women business enterprises.
10. HUD will work with SBA to identify WOSBs in order to create greater subcontracting and simplified acquisition (e.g., purchase orders) opportunities and promote new initiatives, policies and programs in an effort to foster development and strengthening of women-owned small businesses.

SBA's Responsibilities in Support of the MOU:

1. SBA will include the status of efforts made under this MOU and of HUD's progress toward the established WOSB goals in its required reports to the President and Cabinet concerning the progress of Federal agencies in fostering women's business enterprise in the Federal market place and in meeting the 5 percent goals established by FASA. SBA will provide HUD's OSDBU with a copy of all such reports.
2. SBA will provide HUD, as requested, with a list of WOSBs that are also certified Section 8(a) participants to facilitate HUD's contracting with WOSBs under the 8(a) program pursuant to FAR Subpart 19.8.
3. SBA will assist HUD in using SBA's Pro-Net to identify WOSBs with the capabilities to provide products and services that meet HUD's acquisition needs.
4. SBA will seek and obtain appropriate Government and public awareness and recognition of this MOU through appropriate media. SBA will coordinate and distribute public information concerning and promoting this MOU (e.g., announcing HUD's strategic steps to implement this MOU). SBA will also assist HUD in developing an awards program to recognize successful practices and efforts by HUD program offices (e.g., Office of Housing, Office of Community Planning and Development, etc.) to promote the use of WOSBs in their contracting and subcontracting. HUD's OSDBU shall coordinate the release of information to the public with HUD's Assistant Secretary for Public Affairs.
5. SBA, in cooperation with HUD, will assess HUD's and SBA's progress in meeting their respective responsibilities under this MOU. This performance review will be conducted at the completion of each annual period of the MOU.
6. SBA will link its Internet site to the HUD OSDBU page on HUD's Internet site.

7. SBA will support HUD's WOSB training efforts as described in item two (2) under "HUD's responsibilities" above, subject to availability of SBA funds.
8. SBA will be a primary resource for HUD in continuing discussions on how to achieve WOSB goals. The Program Manager for the WOSB Procurement Program will be the primary point of contact from SBA.
9. SBA, through its Office of Women's Business Ownership, will establish and maintain a list of women's business associations and organizations for HUD's use, upon request, in disseminating procurement information.

TERM

This MOU will be in effect for two years from the date of execution, and may be renewed by written agreement of SBA and HUD.

TERMINATION

This MOU may be terminated by either party through the provision of 30 days written notice to the other party.

RESPONSIBLE OFFICIALS

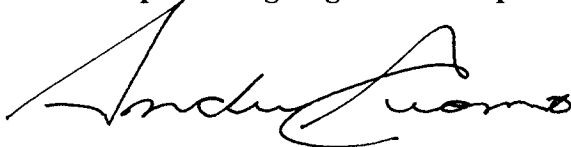
The officials responsible for this MOU are:

HUD: Casimir Bonkowski
Director, Office of Small and Disadvantaged Business Utilization
(202) 708-4090

SBA: Judith A. Roussel
Associate Administrator for Government Contracting
(202) 205-6460

SIGNATURES

The parties signing below accept the terms of this MOU:



Andrew W. Cuomo, Secretary
U.S. Department of Housing
and Urban Development

JUN 23 1999

Date



Aida Alvarez, Administrator
U.S. Small Business Administration

JUN 23 1999

Date